

Management Training Videos

Module 1: Leadership Strategies

- Differentiating a leader from a manager
- Using your leadership strengths
- Empowering others to use their strengths

Module 2: Management Tactics

- Developing the skills to manage efficiently
- Earning respect through consistent behavior
- Developing objectivity with your staff

Module 3: Delegation Skills

- Effectively transferring responsibility and authority to individuals and teams
- Choosing the correct individual or team for the correct assignment
- Overcoming obstacles to delegation

Module 4: Communicating as a Manager

- Understanding what it takes to communicate
- Using communication to form team bonds
- Using new tools to show and elicit respect, trust, and professional courtesy

Module 5: Giving Feedback

- Providing constructive feedback on employee performance
- Knowing when and how to give feedback to your subordinates
- Demonstrating advanced listening techniques

Module 6: Creative Problem Solving

- Developing effective problem solving behaviors for individuals and teams
- Focusing clearly on solutions
- Using listening skills to enhance creativity

Module 7: Team Decision Making

- Conducting effective meetings with accountability for commitments
- Demonstrate behaviors which lead to teamwork and synergy
- Using listening skills to enhance creativity

Module 8: Collaborating with the Enemy

- Making the health care system your organization's ally
- Increasing productivity and saving costs through a healthier, happier workforce
- Developing physical, mental, and economic well being and health

Management Video Order Form

Module of Video Training Quantity

Module 1: Leadership _____

Module 2: Management _____

Module 3: Delegation _____

Module 4: Communication _____

Module 5: Giving Feedback _____

Module 6: Problem Solving _____

Module 7: Decision Making _____

Module 8: Collaborating _____

Total quantity of videotapes _____

Cost

\$95 per videotape, or \$695 for set of eight (includes tax, postage, and handling)
(non-profit organizations / educational institutions please call for special pricing)

Total \$ enclosed: _____

Name: _____

Company: _____

Address: _____

Phone: _____

• Mail completed form with check to:

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Odenton, MD 21113

- **Questions?** Call Lou at [410-721-1512](tel:410-721-1512) or e-mail Lou@smbcinc.com or visit our website to see video clips of our trainers <http://www.smbcinc.com/video.html>